



## Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.112	Secure Disposition of Computing Devices	10/23/07

### PURPOSE

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To ensure that all information and software on County-owned or leased computing devices are protected from unauthorized disclosure prior to disposition of such computing devices out of County inventory or transfer of such computing devices to other users.

### REFERENCE

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Board of Supervisors Policy [3.040](#) – General Records Retention and Protection of Records Containing Personal and Confidential Information

Board of Supervisors Policy [6.100](#) – Information Technology and Security Policy

Chief Information Officer's Memo "[Countywide Information Technology and Security Policy](#)"

October 23, 2007, [Board Order 22](#)

### POLICY

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Each County department is responsible for ensuring that all information and software on County-owned or leased computing devices are rendered unreadable and unrecoverable, whether or not removed from such computing devices, prior to disposition of such computing devices out of County inventory, to prevent unauthorized use or disclosure.

Each County department is responsible for ensuring that all personal and confidential information on County-owned or leased computing devices is rendered unreadable when such computing devices are transferred to other users who are not authorized to access the personal and confidential information.

As used in this policy, the terms "personal information" and "confidential information" shall have the same meanings as set forth in Board of Supervisors [Policy No. 3.040](#) – General

## Records Retention and Protection of Records Containing Personal and Confidential Information.

Computing devices include, without limitation, the following:

- Personal computers, such as desktops, laptops, and personal digital assistants (PDA)
- Multiple user and application computers, such as servers
- Portable storage media, such as diskettes, tapes, CDs, zip disks, DVDs, flash memory/drives, and USB drives

Dispositions of County-owned or leased computing devices out of County inventory include, without limitation, the following:

- Computing device sent to salvage
- Computing device destroyed
- Computing device donated to a non-County organization

### Policy Exceptions

There are no exemptions to this policy.

### RESPONSIBLE DEPARTMENT

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Chief Information Office (CIO)

### DATE ISSUED/SUNSET DATE

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**Issue Date: October 23, 2007**

**Sunset Review Date: October 23, 2011**